

**MOTOR VEHICLE ADMINISTRATION  
POLICY/EXECUTIVE ORDER RECEIPT**

My signature below certifies that I have received a copy of the policies/executive orders indicated below. In addition, I am aware that I am responsible for reading and abiding by these policies/executive orders. I further understand that if I do not abide by these and all Department of Transportation, Motor Vehicle Administration's policies/executive orders, I will be subject to disciplinary actions and/or civil and criminal penalties.

/ Access to Records Policy (effective 12/2/02)	/ Reasonable Accommodation for Individuals with Disabilities (ADA) (effective 11/12/97)
/ Anti-Bribery/Fraud Policy (effective 5/29/92)	/ Received policies on disk
/ Conflict of Interest Reporting Policy & Form (effective 1/1/93)	/ Records Access & Use Policy (effective 1/1/94)
/ Domestic Violence & the Workplace (effective 8/1/00)	/ Reporting Criminal or Unethical Conduct (effective 11/1/03)
/ Electronic Mail & Internet Use by MDOT/MdTA Employees (9/21/00)	/ Security Advisory
/ Employee Code of Conduct Policy for Medial Relations (effective 8/8/03)	/ Security of MVA State Property (effective 12/12/05)
/ Employee Dress Policy (effective 7/1/97) - Last revised June 2005	/ Sexual Harassment Policy Statement MDOT
/ Employee Procedure for Accident/Personal Injury 07/04	/ Sexual Harassment Policy Statement MVA (effective 8/06)
/ Employee Work Break Policy (effective 12/14/92) - revised August 2005	/ Sexual Harassment Policy Statement DBM
/ Equal Employment Opportunity Policy Statement MDOT	/ Sexual Harassment - Procedure for Reporting Complaints of Sexual Harassment DBM
/ Equal Employment Opportunity Policy Statement MVA – Reaffirmation of Commitment (effective 8/06)	/ Smoking Policy (effective 12/9/92)
/ Ethics Bulletin (effective 5/25/06)	/ Software Code of Ethics
/ State Ethics Commission (effective 4/28/08)	/ Substance Abuse - Executive Order (effective 4/1/91)
/ HIPPA - Notice of Privacy Practices	/ Substance Abuse - MDOT Manual, Section 6 (effective 1/1/95)
/ Health Insurance Explanation Receipt	/ Substance Abuse - Alcohol Abuse (effective 12/1/93)
/ Integrity Guidelines (effective 03/04/03)	/ Telephone Policy (Including Mobile Phones (effective 12/7/05)
/ Lateness Policy (effective 4/23/97)	/ Unauthorized Absence (effective 7/1/93)
/ MVA Employee Identification Badge (effective 8/1/99)	/ Violence in the Workplace Policy (effective 7/1/98)
/ Parking Lot Management (effective 11/1/01) - revised 10/11/06	/ Workplace Violence (effective 5/1/97)
/ Personal Transactions Policy (effective 12/28/92)	
/ Processing & Investigating Complaints of Discrimination (effective 9/1/04)	
/ Protection of MVA Property from Theft by Stealth (effective 1/25/02)	

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\_\_\_\_\_  
Employee's Name (Please print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Date

Forward the Original Receipt for the Employee's Official Personnel File  
Employee keeps the policies/executive orders

**Revised 9/27/10**